

**LOGISTICS READINESS OFFICER**  
*(Traditional Position)*

**AFSC 21R3**

**\*\*\*\*CLOSEOUT DATE: 8 AUGUST 2016\*\*\*\***  
**\*\*\*\*This Position will be an *Excess Position*\*\*\*\***

AUTHORIZED GRADE: Major

Location: New Castle County Airport, New Castle, DE

***Position is open to commissioned officers (Major and below) and personnel seeking a commissioning opportunity, who meet the identified Specialty Qualifications.***

**SPECIALTY SUMMARY:**

- Integrates the spectrum of the logistics processes within the operational, acquisition, and wholesale environments. The major logistics processes include distribution management, materiel management and contingency operations. Directs and manages distribution management, materiel management, contingency operations, fuels management, aerial port operations, vehicle management, and acquisition/life cycle logistics management. Plans and programs logistics support for wartime requirements

**DUTIES AND RESPONSIBILITIES:**

- Directs distribution management operations to include managing cargo distribution functions such as receiving, inspecting, tracing, tracking, packaging, and shipping of supplies, equipment and war readiness spares. Responsible for logistics pipeline management and time-sensitive delivery of materiel in support of peace, contingency, and wartime operations. Maintains accountability for supplies and equipment. Responsible for the safe and efficient organic ground transportation of personnel and cargo within and between installations in support of daily and contingency operations. Resolves problems related to storage, safety, and fire hazards. Manages storage space utilization and develops and maintains a storage facility and mechanized material handling equipment modernization program to include maintenance, future upgrades, and working stock requirements. Determines readiness requirements, including emergency supply support plans, tactical and strategic movement of personnel, materiel, and units. Schedules and coordinates movement of cargo, personnel, and personal property by commercial or military modes using systems which interface with defense total asset visibility systems. Uses in-transit visibility systems. Maintains liaison with US Transportation Command (USTRANSCOM), other services and federal agencies to schedule and coordinate movements of cargo and personnel when needed. Ensures proper allocation and effective use of transportation resources. Establishes and administers an

effective packaging and preservation program. Evaluates movement forecasts and flow of personnel and cargo into the transportation system, movement capabilities, and efficiency of modes used.

- Directs materiel management operations such as, direction and management of retail or wholesale supply activities. Included are environmental compliance and inventory management. Determines, computes, and analyzes current and projected materiel requirements; applies authorizations and allowances; establishes and maintains stock levels; manages asset positioning; inspects, reviews, and evaluates work methods and procedures. Ensures accountability is maintained for supplies, equipment, and War Reserve Materiel (WRM). Determines effectiveness of functional data systems. Manages assigned information systems and applies approved standards and criteria to ensure proper implementation, operation, and results. Develops plans, programs, policies and procedures to manage materiel management activities, including systems design and analysis, determination and computation of requirements, plans for activation and inactivation, facility requirements, equipment allowances, and materiel accounting. Develops working capital fund operating programs and determines operating budget. Provides guidance on handling of readiness materiel stocks, including location, type of storage, protection, security, and quality control.

- Directs contingency operations such as logistics planning, deployment command and control, Logistics Readiness Centers, logistics command and control, Combat Support Center activities, deployment, bed-down, and redeployment activities. Integrates Agile Combat Support planning efforts, conducts readiness assessment of logistics activities, conducts war and contingency planning, base support and expeditionary site planning, WRM management, support agreement management, manages logistics time phased force deployment data and unit type codes. Enables international theater security cooperation and interoperability, operating in coalition or Joint environments often working with contractors, host-nations, etc.

- Directs fuels management operations such as environmental compliance, inventory management of ground and aviation fuels. Determines provisions, computes and analyzes current and projected petroleum requirements; computes, establishes, and maintains stock levels, manages fuel receipt from pipelines, trucks, rail cars, and marine vessels. Manages fuel dispensing systems, bulk fuel storage facilities, cryogenics productions and storage, and test and evaluation of fuel samples. Develops, plans and establishes policies and procedures to manage fuels activities, including systems design, plans for activation and inactivation, facility requirements, equipment allowances, and accounting. Interprets fuels directives. Inspects, reviews, and evaluates work methods and procedures. Resolves problems related to storage, fire hazards, and truck fill stand and aircraft refueling areas. Coordinates with commander, staff, and operating units on wartime, contingency and peacetime fuels support. Coordinates with elements of DoD and other governmental organizations to assure support to Air Force units.

- Directs small air terminal operations such as management of fixed and mobile air terminals through various sub-processes to include: Fleet Services, Aerial Delivery,

Passenger Terminals, Freight, and the Air Terminal Operations. Coordinates contingency transportation support requirements and capabilities with other agencies using DoD and USAF logistics, transportation and In-Transit Visibility (ITV) systems. Coordinates military and commercial aircraft schedules with appropriate control and operations centers and flight line agencies using current DoD and USAF logistics, transportation and ITV systems. Evaluates movement forecast and flow of personnel and cargo into the most efficient mode of the Defense Transportation System. Collects and analyzes data on air transportation.

- Directs vehicle management operations such as coordination of vehicle and equipment requirements, assignments, priorities and warranty repairs. Evaluates quality of operator care and maintenance. Determines operational requirements and specifications including reliability, maintainability and standardization for facilities, vehicles and materiel handling equipment. Develops policies and procedures for the administration of vehicle abuse and misuse programs. Collects and analyzes data on vehicle operations and maintenance.

#### **SPECIALITY QUALIFICATIONS:**

- Knowledge is desired of the following core competencies: Distribution Management, Materiel Management, and Contingency Operations. A Logistics Readiness Officer must have a well-developed knowledge of all three core competencies and a well-grounded understanding of the six proficiencies: distribution management, materiel management, fuels management, contingency operations, aerial port operations, and vehicle management.

#### **EDUCATION:**

- Possess a 4-year degree bachelor's degree from an accredited institution.

#### **ADDITIONAL REQUIREMENTS:**

- *Applicants must have a qualifying score on the Air Force Officer Qualifying Test (AFOQT), IAW ANGI 36-2005, Table 3.4, to apply for this position. AFOQT can be scheduled by contacting SMSgt Zulkowski at 323-3422.*
- *Graduate from Total Force Officer Training (TFOT) prior to their 35th birthday (selections will be based on availability of TFOT class dates).*

#### **TRAINING REQUIREMENTS:**

- For award of AFSC 21R3, completion of Logistics Readiness Officer basic course (L3OBR21R1) and at least one core competency is mandatory.

#### **APPLICATION PROCEDURES:**

**The following items must be included in the application package:**

- *Resume*
- *Copy of AFOQT Scores*
- *Certified College Transcript*
- *Record Review Rip (if military)*
- *Printout of a current AF Fitness Assessment Score (if military)*

*Application packages must be forwarded to:*

*166 FSS/CC (ATTN: Lt Col Hoyle)  
2600 Spruance Drive, Corporate Commons  
New Castle, DE 19720-1615*

*Following initial screening, resumes will be forwarded to the 166 LRS/CC (Lt Col Rice) for interview/selection process. Personnel having additional questions concerning the unit should contact SMSgt Young at (302)-323-3491.*